

# TECHNICAL ASSISTANTS

**\$21.02 per hour!**



The NJ Department of the Treasury, Division of Taxation, is currently recruiting candidates to perform technical work for the 2012 Tax Season. Positions are located in Trenton, New Jersey and will be working in the call center to answer questions on NJ Taxes and Property Tax Relief Programs. Hours of work will be 8:30 a.m. to 4:30 p.m., 35 hours per week, Monday thru Friday. These positions are seasonal through June 2012 and do not offer benefits.

**Anticipated  
Start Date  
will be  
Late Jan/  
Early Feb  
2012**

## **Requirements:**

Successful completion of sixty (60) semester hours at an accredited college or university. Note: Applicants who do not possess the above education may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience. Plus one (1) year of experience reviewing, verifying, authorizing, and/or providing information and assistance of a technical or fiscal nature in a public or private organization. Good communication, computer & mathematical skills are essential.

**\*Candidates are required to pass a 30 minute basic aptitude test.** All positions are subject to a successful background investigation, including but not limited to criminal and tax filing history. Training will be provided.

## **How to apply:**

Candidates are required to respond with a **complete** package. Your complete package ***must*** consist of a resume, transcripts and/or copy of degree and an application for employment. For an application [click here](#) to complete the "WORD" version and forward it along with your complete package via email no later than **Monday, December 5, 2011** to:

**[TaxJobs@treas.state.nj.us](mailto:TaxJobs@treas.state.nj.us)**

**PLEASE NOTE:** Those candidates who are scheduled for and pass the basic aptitude test may be interviewed the same day.

**VETERAN'S PREFERENCE:** Candidates may obtain Veteran's Preference information at <http://nj.gov/military/veterans/preference.html> or by calling the Department of Military & Veteran's Affairs at 1-800-624-0508.

**RESIDENCY NOTE:** Be advised, the New Jersey First Act, P.L. 2011, c.70, effective September 1, 2011, requires all employees of State and local government reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.

**WORK AND TEST LOCATION:** Division of Taxation, 50 Barrack Street, Trenton, New Jersey 08625  
([click here](#) for directions) If scheduled for the basic aptitude test, please bring valid photo ID & calculator.

***New Jersey is an Equal Opportunity Employer***